EDITED KSA LISTING

CLASS: ASSOCIATE PERSONNEL ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability

	Knowledge of:
K1	Comprehensive knowledge of principles and practices of public personnel management in order to effectively perform personnel program functions (i.e. job analysis, position allocations, consultations, exam planning, adverse actions, etc.).
K2	Comprehensive knowledge of classification and pay principles used in analyzing the duties of the position in order to allocate and describe positions, establish proper salary levels, and conduct classification and pay surveys.
K3	Technical knowledge of Employee Relations (i.e. grievance issues, MOU's, etc.) and employee performance evaluations in order to provide sound personnel management advice.
K4	Technical knowledge of test construction in order to design and produce materials and conduct examinations for various classifications.
K5	Basic knowledge of principles, practices, and trends of public administration, organization, and management as related to the Personnel Management Program.
K6	Basic knowledge of math as it relates to the personnel matters.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability

	Skill to:
S1	Apply principles and practices of public personnel management in order to effectively perform personnel program functions.
S2	Perform research in order to apply to personnel program issues.
S3	Interpret and apply laws, rules, standards, procedures, etc., to apply to the Personnel Management Program.
S4	Develop and/or administer training as it relates to the Personnel Management Program (formal and informal).
S5	Appraise qualifications of applicants and interview effectively to ensure compliance with laws, rules, regulations, procedures, etc.
S6	**Act as a lead person, to provide instruction and/or guidance in order to facilitate projects and/or assignments related to the Personnel Management Program**.
S7	Independently make decisions and provide recommendations on various aspects of personnel management.
S8	Clearly communicate ideas and information regarding the Personnel Management Program.
S9	Analyze and solve technical issues related to the Personnel Management Program
S10	Analyze data as it relates to the Personnel Management Program.
S11	**Prioritize workload in order to meet deadlines.**

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#	Knowledge, Skill, Ability

S12	**Make mathematical computation as they relate to the Personnel Management Program.**

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#	Knowledge, Skill, Ability

	Ability to:
A1	Gain the confidence and cooperation of others in order to establish and maintain good working relationships.
A2	**Work under pressure in order to meet the needs of the Department.**
A3	**Adapt to changes to meet the needs of the Department.**

Bold text-indicates not on Classification Spec.